



Income Eligibility Process and Data Collection Form Instructions

File Selection Process:

For FY 2005, the Head Start Bureau is requiring each PRISM review team to review a sample of (see Sample Size Look-Up Table) randomly selected children's files to obtain information regarding the program's compliance with income eligibility program requirements. **These files cannot be those belonging to focus children who are already involved in the PRISM process.** With the exception of this restriction relating to focus children, the exact process for selecting the files is to be decided at the team leader's discretion.

Sample Size Look-Up Table:

This table should be used to determine the number of files that will be reviewed. The first column represents the program's actual enrollment, and the second column is the corresponding sample size for each of those actual enrollment (or range of actual enrollment) numbers. If the program's actual enrollment is less than 20, please review all of the children's files (e.g., review all 17 files for the 17 enrolled children). For enrollment numbers of 20 or greater, refer to the table to determine the correct sample size.

Data Collection Form Completion:

1. Please enter the program name, dates of the review, grant number, the program's actual enrollment figure, the number of focus children already selected for the PRISM review, and your name in the spaces provided.

Actual Enrollment	Sample Size
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20-37	20
38-77	25
78-597	30
598 or more	35

2. For each child, determine if the program identified the child as income eligible or as part of the program's enrollment from "over-income" families.
 - a. For all children identified by the program as income eligible (i.e., from a household that meets the low-income guidelines), enter a Y in column B and proceed to step 3 (column C).
 - b. If the child was enrolled as an "over-income" child, note that on the attached form by entering an N in column B. If you enter an N in column B, your work for that specific child's file has been completed and you should proceed to the next file.
3. Determine if there is a signed statement by a Head Start program employee stating that the child was determined to be income eligible to participate in the program.
 - a. If the file contains a signed determination statement, enter a Y in column C and proceed to step 4 (column D).
 - b. If the file does not contain a signed determination statement, enter an N in column C. If you enter an N in column C, your work for that specific child's file has been completed and you should proceed to the next file.
4. Determine if there is additional documentation that was used in verifying and determining the child's income eligibility.
 - a. If the file contains additional documentation used to verify the child's income eligibility status, enter a Y in column D and proceed to step 5 (column E).
 - b. If the file does not contain additional documentation used to verify the child's income eligibility status, enter an N in column D. If you enter an N in column D, your work for that specific child's file has been completed and you should proceed to the next file.
5. Review the documentation used to determine eligibility and make your own determination about the child's eligibility.
 - a. If you concur with the program that the child is income eligible (i.e., from a household that meets the low-income guidelines), enter a Y in column E.
 - b. If you conclude that the child is not income eligible (i.e., "over-income"), enter an N in column E.

You should feel free to discuss any issues in this area with the Head Start program, where appropriate.

Example of Correct Data Collection Form Completion:

A	B	C	D	E
File Number	Program has enrolled the child as an income eligible (from a low-income household) child (Y or N)	Reviewer finds a signed statement in folder identifying that eligibility has been verified (Y or N)	Reviewer finds in folder documentation used by the program for determining eligibility (Y or N)	Reviewer supports grantee's determination of income eligibility (Y or N)
1	Y	N		
2	N			
3	Y	Y	Y	Y

The reviewer correctly stopped working on File Number 1 after entering N in column C. Also, the reviewer correctly filled out the form by leaving the rest of the columns blank after writing N in column B for File Number 2. For File Number 3, the reviewer filled in all four columns because every column had a Y in them.

This example demonstrates the correct completion of the form because once an N is entered into a column, the reviewer should stop work for that file and move on to begin work on the next file.

Example of Incorrect Data Collection Form Completion:

A	B	C	D	E
File Number	Program has enrolled the child as an income eligible (from a low-income household) child (Y or N)	Reviewer finds a signed statement in folder identifying that eligibility has been verified (Y or N)	Reviewer finds in folder documentation used by the program for determining eligibility (Y or N)	Reviewer supports grantee's determination of income eligibility (Y or N)
1	Y	Y	N	Y

The reviewer should have stopped work on File Number 1 after entering N in column D. Since there is no additional documentation verifying income eligibility, it would be impossible for the reviewer to make a determination of support for the grantee's initial determination of income eligibility. Therefore, column E should have been left blank and the reviewer would begin work on File Number 2.

Completed Forms

Please deliver completed forms to the team leader as part of the requirement to submit all review-related documentation at the end of the On-Site Activities phase of the review.

Income Eligibility Data Collection Form

Program Name: _____ **Review Date:** _____

Reviewer Name: _____ **Grant Number:** _____

Actual Enrollment: _____ **Number of PRISM Focus Children:** _____

A	B	C	D	E
File Number	Program has enrolled the child as an income eligible (from a low-income household) child (Y or N)	Reviewer finds a signed statement in folder identifying that eligibility has been verified (Y or N)	Reviewer finds in folder documentation used by the program for determining eligibility (Y or N)	Reviewer supports grantee's determination of income eligibility (Y or N)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

A	B	C	D	E
File Number	Program has enrolled the child as an income eligible (from a low-income household) child (Y or N)	Reviewer finds a signed statement in folder identifying that eligibility has been verified (Y or N)	Reviewer finds in folder documentation used by the program for determining eligibility (Y or N)	Reviewer supports grantee's determination of income eligibility (Y or N)
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				